



# ADMINISTRATIVE NOTES



Superintendent  
of Documents  
Stop SLLC

## LIBRARY PROGRAMS SERVICE

Washington, DC 20401

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### PUBLIC PRINTER TO INAUGURATE DEPOSITORY DISTRIBUTION OF ELECTRONIC MEDIA

By direction of Public Printer Ralph E. Kennickell, Jr., the Library Programs Service (LPS) will soon be making the initial distribution of a depository publication in electronic format. This historic first marks the advent of a new era for the Depository Library Program in further expanding public access to U.S. Government information in depository libraries.

Later this summer LPS will distribute Test Disk No. 2, a CD-ROM product developed by the Census Bureau, to all depository libraries. The distribution set will include the CD-ROM disk, printed documentation, and software for reading the disc.

Test Disk No. 2 contains agriculture data for counties from the 1982 Census of Agriculture and retail trade data by zip code from the 1982 Economic Census. The software developed by Census Bureau to accompany the disc provides basic search capability. Files are structured on the CD-ROM in a popular database format (dBase III) so that advanced users can perform more complex searches and produce custom reports with a minimum of effort. Test Disk No. 2 was produced in High Sierra format, which was recently accepted as the international standard for the logical format for CD-ROMs.

The unusual decision to send the disc to all depositories was made to provide all libraries the opportunity to become familiar with CD-ROM technology. Census Bureau officials have announced plans to distribute selected products from the 1987 and 1990 censuses in CD-ROM format. A number of other Federal agencies are also developing or planning for CD-ROM products (see Admin Notes, v. 9, #8).

Depository libraries that wish to use CD-ROMs will need a microcomputer and a CD-ROM drive. A printer is not necessary but may be desirable for printing out search results. A software package called Microsoft Extensions is required for PCs that run under MS-DOS. Information concerning hardware and software requirements is being prepared and will be distributed with copies of Test Disk No. 2. Hardware vendors are also an excellent source of information. (See CD-ROM Review, v.2, #4 for a list of drive manufacturers, models, and prices.)

Test Disk No. 2 will be distributed in two stages. Initially, it will be sent to regionals and a limited number of selective depositories with CD-ROM experience. After these "test" libraries have had an opportunity to experiment with the disc, copies will be sent to remaining libraries. The purpose of the staged distribution is to create a network of users who can assist other librarians with similar equipment configurations. Libraries that receive the disc first will also be asked to critique the information packet describing equipment requirements and instructions for installing the Census disc. Descriptions of the "test" libraries and the revised information packet will be distributed to remaining libraries with copies of the disc. Selective depositories to serve as test sites will be chosen by the Depository Library Council, ALA/GODORT, and ARL. Libraries that would like to volunteer should contact Vickie Phillips (405 624-6546), Steve Hayes (219 239-5268), or Jaia Barrett (202 232-2466).

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#### OPEN LETTER FROM THE SUPERINTENDENT OF DOCUMENTS

Dear Depository Librarian:

In my March 1987 "open letter" to depository librarians (Administrative Notes, v.8, n.6) I observed an encouraging trend in the working relationship between depository librarians and the GPO staff, particularly those in LPS. I cited a letter that I had received from Phil Van De Voorde, then Chair of GODORT, which lauded the improved quality of the Depository Library Program and noted a far superior level of communication today between LPS and the documents librarians.

I am pleased to announce that this "encouraging trend" appears to be continuing, according to the following letter from ALA/GODORT. I am reassured to know that the members of GODORT recognize and appreciate the good work of the LPS staff to further improve products and services for depository libraries. My personal thanks go out to Steve Hayes and Ann Latta for taking the time to acknowledge this in their letter to the Director of the Library Programs Service.

Sincerely,



DONALD E. FOSSEDAL  
Superintendent of Document



Government Documents Round Table  
American Library Association

Reply to:

Ann W. Latta  
Jonson Library of  
Government Documents  
Stanford Univ. Libraries  
Stanford, CA 94305-6004

May 19, 1988

Mr. Mark Scully, Director  
Library Programs Service  
Government Programs Service  
North Capitol and H Streets, N.W.  
Washington, D. C. 20401

Dear Mark:

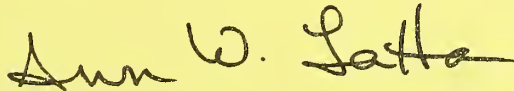
The Federal Documents Task Force of the Government Documents Round Table commends the Library Programs Service for its responsiveness to many of the needs and concerns of depository libraries. Your continuing efforts to address problems in the claiming process, particularly as it affects depository libraries west of the Rockies, is greatly appreciated. Although problems with microfiche contracts continue to impede dissemination of badly needed data, the prompt dissemination of paper copies of publications like the Iran-Contra report is of great value. Moreover, the formation of a committee on electronic dissemination headed by Jan Erickson should provide a forum for a mutual exchange of needs and possibilities as we move toward an era of electronic publishing.

Your efforts are acknowledged and applauded, and we support you as you grapple with the microfiche problem.



Stephen M. Hayes  
Chair, Government Documents  
Round Table  
American Library Association

Sincerely,



Ann W. Latta, Coordinator  
Federal Documents Task Force  
Government Documents Round Table  
American Library Association

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## DOCUMENTS LIBRARIANS APPOINTED AS LIBRARY INSPECTORS

The Library Programs Service is pleased to announce that Ms. Jane Bartlett and Mr. Michael Clark have been appointed to positions of Depository Library Inspector. Prior to her appointment, Ms. Bartlett was the Documents Librarian at El Paso Public Library. Mr. Clark's previous position was Documents Librarian at Murray State University in Murray, Kentucky.

Both of these experienced professionals bring considerable documents expertise and interpersonal skills to their new positions. Filling these Library Inspector vacancies will allow GPO to shorten the lag time between library inspection visits.

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INSTRUCTIONS TO DEPOSITORY LIBRARIES  
(TRANSMITTAL #3)

Transmittal #3 of the Instructions to Depository Libraries was distributed to all depositories as part of shipment number 88-341-P, on June 6, 1988. Transmittal #3 replaces the "Sections" of the Instructions with fifteen Chapters. Appendices "A" and "B" have also been updated and new exhibits have been provided as part of this transmittal. Only the title page and Appendix "C" should be retained from the previous Instructions' transmittals.

Although this latest transmittal does not change the requirements under which Federal Depositories operate, the new format of the Instructions is designed to reduce ambiguity by better organizing the subject matter covered in the text. All librarians involved with the operation of a Federal Depository Library should review this latest transmittal.

The Federal Depository Library Manual will also be updated. A transmittal containing the Manual update, as well as a new index and index tabs for the Instructions' binder, will be distributed in the Fall of 1988.

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